Smart Office Suite 6.1

User Manual
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I. Application Specification

ESSL Smart Office Suite makes easy work of the tedious tasks involved with monitoring employee time and attendance. Our simplified time-tracking software – working in tandem with our data collection devices – helps you control labor costs, minimize compliance risk, and improve workforce productivity.

**Time Management:** - Our completely automated time and attendance solutions reduce labor costs by enforcing pay and work rules – consistently and accurately – across the organization. Labor-intensive timecard tracking, data entry, and approval processing are simplified. And that reduces the administrative time associated with attendance exceptions and employee inquiries — all while minimizing overpayments and compliance risk.

Having a time clock solution that simply tracks employee punches is first step, for reducing payroll inflation and manual errors.

- Control labor costs with a consistent application of work and pay rules
- Minimize compliance risk by enforcing and tracking complex compliance requirements, such as government regulations.
- Improve workforce productivity by reducing manual and timely administrative tasks and freeing your staff for more value-added activities.

So why choose ESSL Smart Office Suite? Because our solutions are completely automated and easy to own. Because they deliver the high-quality information you need to make better decisions.

- Easy-to-use **features** that provide timely labour information and save considerable time and effort
- Reliable **technology** that scales to your organization and provides the flexibility you need; a swift, seamless **integration** with your existing systems to make sure your operation won't miss a beat
- Comprehensive **Services** that sync up with your IT resources, budget, and payment preferences, plus consulting offerings to help leverage your investment

**Data Collection:** - A time and attendance system is only as strong as the data you feed it with. Choose a data capture option that's reliable and easy to use – whether it's a fixed-mount time clock, a mobile app, a telephony system, or a browser-based solution. And put accurate data into your time management solution.

- Control labor costs by minimizing data entry errors and enforcing pay and attendance policies at the time of the punch
- Minimize compliance risk by not allowing employees to work outside their scheduled hours
- Improve workforce productivity by giving employees self-service access to information like scheduled hours and time-off balances — freeing managers to work on higher-level activities.

**Labour Tracking:** - ESSL Smart Office Suite Time and Attendance puts the right information at your fingertips. By giving you the latest and most detailed labor activity data, you will finally know how productive your workforce is and have the information to make swift corrections when needed.
Workforce Activities from ESSL Smart Office Suite gives you the latest and most detailed activity tracking data. With the right information at your fingertips, you gain the power to make truly effective, knowledge-based decisions. And take action before your bottom line is at risk.

The unique Workforce Activities offering from ESSL Smart Office Suite provides-

- Innovative **features** that help you gain unparalleled real-time visibility into your manufacturing operations
- Reliable, proven, easy-to-use **technology** that integrates with your ERP system and works seamlessly with the rest of your IT infrastructure
- Comprehensive **Services** that make the most of your IT and budget resources and accommodate your deployment and payment preferences.

II. Login Screen

[Image of ESSL Smart Office Suite Login screen]

ESSL Smart Office Suite Login screen where user will enter their credential and change the database settings by clicking on **Database Settings** Link button.
III. Database Settings

Currently we are providing only two databases

- MS SQL Server: User need to provide the Database Server Name, Database Name, Authentication type, SQL Username, SQL Password; if Authentication Type is SQL Server Authentication,
- MS Access: User need to provide only File path where MS Access file is exists.
IV. System User

System user or the other word we can say Application user, who can login into the application with the scope of their permission. They can perform only the activities for which they have given the permission.
A. Add/Edit System User

Add or edit the user with respect to their permission

Note: if we are making a user as Administrator (by clicking on Is Admin Checkbox), full access permission will be there in this application.
V. Change Password

User can change the password by providing the details of new password.

VI. Mail Settings

The Mail sender (From) details should be provided in the below screen to send the automated mail or sending the mail manually using memo option to the folks for Absent, Late Coming, Early Going, Abnormality.
VII. Memo Settings

In case of send the system Generated mail to the folks for unplanned vacation which incurred as Absent, Late Coming, Early Going. Then user can decide his own templates for the respective category like:

- Memo Signature
- Late Coming\Early Going Subject
- Late Coming\Early Going Body
- Absenteeism Subject
- Absenteeism Body
- Missed Punch Subject
- Missed Punch Body

As per the above templates, mail will get composed automatically and respective folks will get it.
VIII. **Master Settings**

The settings provided in this screen will be applicable for all the folks who is there in this application or it can be called as global settings.

- Whether Employee Code and Employee Code Stored in Device are same for application or not.
- Whether to allow a Fixed Shift for application or not. If Fixed Shift is checked then it will disable all shift Related options like Shift Details, Shift calendar, Employee Shift, Department Shift etc.
- To set the start Attendance date and Month from which Attendance calculation has to start. For e.g. If you are willing to generate to generate Yearly Report then it will take Attendance date and Month as start of year.
- “Minimum difference between two Punches” Field will allow to set the difference between two punches. If the punches are in between the specified minutes then those punches will be discard & greater than the specified minutes will be considered.
- “Punch Begin duration” Field is used to set maximum allowed time before Shift Begin Time.
- If Employee does not have any assigned shift then whether to consider the shift of previous day or Auto Shift. Auto Shift will take the shift according to Firth Punch and Shift Begin Time.
- To restrict the holiday limit for all the folks in numbers.
- Whether to take Auto backup after Specified Days and Save it to specified Path or not. This Feature is allowed only for Ms Access Database.
IX. Text Message Settings

This setting allows you to configure the sms settings as per the requirement.

User Name, Password, Sender Id

SMS text can be configured dynamically

First in Text: - the template for the First in of the Day (Related with Device Logs Master).

Last out: - the template for the Last out of the Day (Related with Device Logs Master).

All in out Punches: - the template for the All in out of the Day (Related with Device Logs Master).

No Punches: - the template for No Punches of the Day (Related with Device Logs Master).

Present: - the template for Present Status of the Day (Related with Attendance Master).

Absent: - the template for Absent Status of the Day (Related with Attendance Master).
**X. Company**

User can add multiple companies by giving the appropriate information’s in the field.
XI. Department

User can view, add as well as edit multiple departments by giving the appropriate information.
XII. Category

This screen is the heart of the application.
A. OT Formula

1. OT not applicable:- to ignore the Over Time
2. Out Punch – Shift End Time: - OT will be Calculated By ‘subtracting Out Time (Last out Punch) from Shift End Time’ if Out Time is Greater Than Shift End Time.
3. Total Duration –Shift Hours : - OT will be calculated By ‘subtracting Shift Duration from Total work duration’
4. Early Coming + late going: - OT will be calculated by ‘Adding early Coming minutes and Late Going Minutes’ which is depended on Shift Begin Time and End Time

B. Min OT and Max OT

Min OT: - OT will be applicable only if OT duration is more than the ‘Specified duration’
MAX OT: - To the given limit the Maximum Duration of OT is allowed.

C. Consider only first and last punch in Attendance Calculation

It allows calculating attendance by only First and Last Punch or by all punches

D. Grace Time for Late Coming

Whether to take Punches after Shift Begin Time or not.

E. Grace Time for Early Going

Whether to take Punches after Shift End Time or not

F. For Single Punch Mark Out Punch as

- **In Punch +1Min:** - If the last punch is ‘In’ then immediate next minute will be considered as Out Punch.
- **Shift End Time:** - If the last punch is ‘In’ then the Shift end time will be considered as Out Punch.
- **No System Entry:** - Only In Punch will be displayed.

G. Weekly Off

Weekly Off1 & Weekly Off2 is used to set weekly off. Where as in Weekly off2, there is criteria to select the off for a month (if Saturday is weekly off2, then next we can select 1st, 2nd, 3rd, 4th & 5th days)

H. Consider Early Coming Punch

Whether to accept early coming punch i.e. all the Punches before the shift begin time is considered as early coming punch.
I. Consider Late Going Punch

Whether to accept Late Going punch i.e. all the Punches after the shift end time is consider as late going punch.

J. Deduct Break Hours from Work Duration

Whether to deduct shift break hours from Employee total work duration.

K. Consider weekly off present and Holiday present in OT

If employee works on weekly off and holidays then those timings will be considered as a OT in record.

L. Calculate Half day if Work Duration is Less than

If an Employee works less than Specified Work Duration values then it will mark it as half day present (1/2P).

M. Calculate Absent if Work Duration is Less than

If an Employee works less than Specified Work Duration value then it will mark it as Absent (A).

N. On Partial Day Calculate Half day if Work Duration is Less than

If an Employee works less than Specified Work Duration values in half day then it will mark it as half day present (1/2P).

O. On Partial Day Calculate Absent if Work Duration is Less than

If Employee works less than Specified Work Duration value on half day then it will mark it as Absent (A).

P. Mark Weekly Off and Holiday as absent if prefix day absent

If an Employee is absent before the holiday or weekly off then system will mark that Holiday day or Weekly Off as absent.

Suppose Sunday is marked as Weekly off and Employee is absent on Saturday then that Sunday will be marked as absent instead Weekly Off. Same rule is applicable for Holiday also.

Q. Mark Weekly off and Holiday as absent if Suffix day absent

If an Employee is absent after the holiday or weekly off then system will mark that Holiday day or Weekly Off as absent.

Suppose Sunday is marked as Weekly off and Employee is absent on Monday then that Sunday will be marked as absent instead Weekly Off. Same rule is applicable for Holiday also.
R. Mark Weekly Off and Holiday as absent if both prefix and Suffix absent

It is applicable for both Suffix and Prefix days.

S. Mark Half Day\Full Day Absent When Late for 2, 3, 4 & 5 days

If Employee is late for mentioned number of days in a month then system will mark next day present as Half Day or Full Day Absent.

T. Mark Half Day if Late By

System will mark the half day if Employee is late more than the mentioned minutes.

U. Mark Half Day if Early going By

System will mark the half day if Employee is going early more than the mentioned minutes.

XIII. Shift

A. Shift List screen

This window will show the List of the Shift which is applicable in the Company

Add/Edit Screen being used for Add or Update the Shift
- Name: Represents the shift name.
- Shift Code: Assigning the code to the shift.
- Begin Time: Shift Begin time.
- End Time: Shift end time.
- Break 1: 1st break time for the shift
- Break 2: 2nd break time for the shift
- Punch Begin Before: set maximum allowed time before Shift Begin Time.
  Punch Start Time = Shift Begin Time - Punch Begin Duration
- Punch End After: set maximum allowed time after Shift End Time
  Punch End Time = Shift End Time + Punch End After
- Grace Time: Number of grace minutes for Early going and late coming i.e. Employee is allowed to come late and go Early for that mentioned minutes.
- Partial Day On: To set timings for partial day (Half Day).

**XIV. Shift Roster**

Shift roster helps us to create rotational shifts according to week and month. This window will show the list of shift rosters which has been created.

This window helps us to add as well as edit the shift roster.
XV. Multi shift

This window will allow importing multi shift from the shifts which has been created in shifts option.
A. Employee multi shifts

This window will show the employees list which are assigned with the multiple shifts.

Assign employee shift
This window will allow assigning the multi shift to the employees.
Update employee multi shift

This window allows updating a single employee multi shift.
B. Department multiple shifts

This window allows viewing the list of department multiple shifts which has been created.

Add/Edit Department multiple shifts

This window allows creating a new department multiple shifts as well as editing the already created department multiple shifts.
Daily multi shift Report

This window allows us to generate the multi shift report either detailed daily attendance or daily attendance basic report in context of date, employee, department, category, designation, grade and team.

### XVI. Leave Type

A. List Screen will display the List of applicable Leave Type
B. Add/Edit the Leave Type

- Name and Code is the Name and Code for the Leave Type.
- Yearly Limit: The Number of leaves allowed per year.
- Carry Forward Limit: the number of maximum leaves which can be carry forward to next year.
- Applicable to: the applicable gender for this particular Leave Type
- Allow Negative Balance: leaves are allowed more than yearly limit.
- Description: the summary or the Leave Type

XVII. Public Holiday

A. Public Holiday List shows the applicable Holidays
B. Add/Edit Holiday

- Holiday name: enter name of the Holiday.
- Company: Name of the company for which this holiday is applicable. All means applicable for all the companies.
- Date: the Holiday Date on which holiday has to be given.
- Holiday Type: Mandatory—Holiday will be applicable for all, Restricted—Applicable only for selected employees.

XVIII. Employees

A. Employee List is the List of the Employees

This window allows viewing the list of added employees as well as editing and delete.
B. Employee Details

This window allows filling the employee application details as well as other details.
C. Employee other details
XIX. Employee Shift

A. Employee Shift
This window allows viewing the employees whom the shifts are assigned

A. Assign Employee Shift
This screen allow assigning shift in accordance with employee, shift date & shift time
XX. Employee Leave Entry

A. Employee Leave
This screen allows viewing the employee list whom the leave has been assigned or yet to be assigned.

B. Assign Employee Leave Entry
This window allows to assign the leaves to the employees.

- Leave Type Day: whether it's Half Day, Full Day, three fourth day or quarter day
- From Date to Date
- Approved by explains the approval of admin
- Leave Type Code like CL, PL, SL
- Select the Employees to whom leave has to be assigned by checking the checkbox against the Employee.
XXI. Employee comp off entries

This window allows assigning the employee full day leave along with the approving details by the approving authority.
XXII. Employee Restricted Holidays

This window allows us to assign the restricted holidays for the concerning employees.
XXIII. Department Shift

A. Department Shift
This window allows to view all the shifts which have been assigned to the various departments.

B. Assign Department Shift
This window allows to add and edit the department shifts for the concerning departments.

- Department is the name of the department to which shift has to assign.
- Shift is the Shift code which is to be assigned to the department.
- From Date is the Start Date for the Department Shift.
- To Date is the End Date for the Department Shift.
XXIV. Employee out Door Entries
If Employee is not present in the office and went outside due to office work then Out Door Entry can be assigned to the respective Employee.

A. Employee Outdoor Entries List
This window allow to view the list of employees whom the outdoor entries has been assigned

B. Assign Employee out Door Entry
This window allow to assign the outdoor entries to the employees

- From Date is the Start Date for the Out Door and To Date is the End Date for the Out Door
- Begin Time is the Start Time for Out Door and End Time is the End Time for Out Door
- Duration is the total time for the outdoor entry
- Is Approved is for approval of the admin
- Check the Checkbox against the Employee to whom Out Door Entry is to be assign.

Note: If the is approved option is not checked then the outdoor entry will be not considered.
XXV. Attendance Register

Attendance Register is the Summary of the Employee Attendance monthlies

Note: User can export the attendance register in csv format by providing the proper path for the attendance register which has to be exported.

XXVI. SMS logs

This window allows viewing all the sms logs as per the date requirement. The user can view 10, 20, 50, 100 & 500 logs per page.

XXVII. Attendance Logs

This window allows viewing the attendance logs of the employees date wise

Note: User can select the status according to their choice like:

All, Present, Absent, late coming, Early going, on leave, on outdoor duty, short work and missed out punch.

Note: User can export the attendance logs in csv format by providing the proper path to export.
XXVIII. Employee Leave Summary

Employee Leave summary screen will display the Employee Leave Summary like how much leaves taken, how much availed, how much is allowed and how much balance are there.

This window allows importing the employee leave summary from csv format.

XXIX. Utilities

A. Device List

This window allows adding new device in the application & viewing the list of devices which are connected through the TCP/IP or Usb.
- Device name allows user to enter the name of the device.
- Short name allows user to enter short name of the device.
- Serial number allows user enter serial number of the device.
- Device direction allows user to set the direction of the device like:
  - In device, out device, Alternate In\Out device, and system direction (in\out device).
- Connection type allows user to set the connection type either TCP\IP or USB.
- Device location allows user to set the location of device where it is installed.
- Device type allows user to set the type of the device either Attendance or Canteen.
- IP address allows user to enter the IP address of the device.
- Com key allows providing the security to the communication.
- Test connection allows testing of the connection between the software and the device.
  - Auto Download Logs will download the logs automatically in the given interval.
  - Auto Clear after Download will clear the logs from the device after successful downloading.
  - Download logs from Beginning will download the Logs from the Beginning from the Device.
  - Parallel db download will download the database from two different platforms. (E.g. Ms-Access to Ms-Sql)
  - Download Users Button will Download the Employee Bio Information like Fingerprint, Card, privilege, Pin from the Device
  - Download logs Button will continue downloading the Device Logs from the Device from the last downloaded logs.
  - Stop Download Button will stop the Downloading of the Users and Device logs.
  - Upload Users Button will trigger the Upload User Screen from where you can upload the users to device.

This window allows clearing the admin privilege, set system date time, Restart device, clear logs from device and change the IP address of the device.

Note: Select the device and right click on the device these options will appear and user can perform the required operation.
XXX. Device Logs
It will display the Employee Device Logs as well as Employee Manual Entry in the log record.

This window allows user to assign the manual entry of the employee.

XXXI. Import Employee Details
This window allows importing the details of employees from another location into the application.

Note: Comma should not be used in any of the cells.
XXXII. Export Employee Details
This window allows exporting employee details in the csv format from database to another location.

XXXIII. Import Other Details
This utility is used for Import the Employee Other Details

XXXIV. Export Employee Other Details
This utility is used for Export the Employee Other Details in Excel

XXXV. Import Employee Leave Balance
This utility is used for import the Employees Balance from the Excel sheet in csv format
XXXVI. Export Employee Leave Balance
This utility is used for Export the Employee Leave Balance

XXXVII. Employee Annual leave Accrual
This utility is used to Credit the Employee at year start by calculating the Carry Forward limit and Yearly Limit for the particular year.
XXXVIII. Recalculate Attendance

This screen is used to recalculate the Employee Attendance between From Date and To Date.

![Recalculate Attendance Screen]

XXXIX. Reports

A. Daily Attendance Report

This report is used for calculate the Employee Attendance on daily basis and generate the Report on Daily Basis.
Types of the Daily Reports

i. Basic Report

![Daily Basic Attendance Report](image)
ii. Detailed Report

[Image of Detailed Report]

 iii. Summary Report

[Image of Summary Report]
iv. In Out Report

Report Viewer

Default

In Out Punch Report
14-Mar-2014 To 14-Mar-2014

Generated On: 15-Mar-2014 05:14 PM

<table>
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Generated By: essl

Page 1 of 1

v. In Out Duration Report

Report Viewer

Default

In Out Duration Report
14-Mar-2014 To 14-Mar-2014

Generated On: 15-Mar-2014 05:15 PM

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<td>1</td>
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Page 1 of 2

vi. Present Report
vii. Absent Report
viii. Late coming Report
ix. Early Going Report
x. Missed out Punch Report
xi. Short worked Records Report
xii. Leave records Report
xiii. Outdoor Records Report
xiv. CSV Export Report

B. Monthly Attendance Report

Monthly Report is used to see the Employees Attendance Monthly Wise.
Types of the Monthly Reports

i. Basic Report

ii. Detailed Report

iii. Summary Report
iv. Period Wise Report

![Period Wise Report Image]

v. Work Duration Report

![Work Duration Report Image]

vi. OT summary Report

![OT Summary Report Image]
vii. CSV Export Report

![CSV Export Report]

C. Yearly Summary Report

![Yearly Summary Report]

Department | Default
---|---
Employee Code: | 1
Employee Name: | 1

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<th>P</th>
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<th>L</th>
<th>H</th>
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</tr>
</tbody>
</table>
D. Leave Entries Report
This screen is used to get Employee Leave Summary by Leave Type like how much availed, how much applied, remaining balance etc.

E. Employee out Door Entries
This Report is used for get the Employee Outdoor Summary report.
F. Leave Summary Report

This Report is used for get the Employee Leave Summary like how much availed, how much applied, how much balance

<table>
<thead>
<tr>
<th>Department</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Code:</td>
<td>1</td>
</tr>
<tr>
<td>Leave Type</td>
<td>Yearly Limit</td>
</tr>
<tr>
<td>CL</td>
<td>10</td>
</tr>
<tr>
<td>PL</td>
<td>10</td>
</tr>
<tr>
<td>SL</td>
<td>10</td>
</tr>
</tbody>
</table>

Generated By: eSSL

G. Generate Memo

It has been observed from the attendance record that you were Coming Late or Going Early from the duty unauthorized i.e., without permission on below said attendance date. Please give an explanation to the Authorized person immediately.
H. Graphical Report
This report is used for get the Employees Attendance in term of Pie Graph

Types of Graphical Report

- Employee Graph

- Department Graph
- Company Graph

![Company Graph Report](image)

**Company Graph Report**
15-Feb-2014 To 15-Mar-2014

**Generated On:** 15-Mar-2014 05:48 PM

Company: Default

![Pie Chart](image)

- Late Coming: 40%
- Present: 25.67%
- Early Going: 33.33%

**Generated By:** eSSL

---

I. Daily Log Matrix

![Daily Log Matrix](image)

**Default**

**In Out Punch Report**
15-Mar-2014 To 15-Mar-2014

**Generated On:** 15-Mar-2014 05:49 PM

<table>
<thead>
<tr>
<th>Attendance Date</th>
<th>15-Mar-2014</th>
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</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Default</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>S.No</th>
<th>E Code</th>
<th>Emp Name</th>
<th>Shift</th>
<th>IN-1</th>
<th>OUT-1</th>
<th>IN-2</th>
<th>OUT-2</th>
<th>IN-3</th>
<th>OUT-3</th>
<th>IN-4</th>
<th>OUT-4</th>
<th>IN-5</th>
<th>OUT-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>09:04 (In)</td>
<td>15:04 (out)</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
<td>Special Off Device</td>
</tr>
</tbody>
</table>

**Generated By:** eSSL
J. Log Matrix Report

This report is used for get Employee Status like In or Out on particular day and particular Time.

K. Random Check Report

This report is used for get Employee Status like In or Out on particular day and particular Time.
L. Abnormality Report
This report is used to get the Employees who are continuously late\Absent\Early for these many given days.

M. Daily Detailed Status Report
This Report is the trouble-shooting report for the Production support team to facilitate Employee Attendance for the particular day.
N. Employee details report working/ Resigned

Report Viewer

Employee Details Report (Working)

Generated On: 15-Mar-2014 05:09 PM

<table>
<thead>
<tr>
<th>Department</th>
<th>Default</th>
</tr>
</thead>
</table>

Employee: 1-1 (Male)
Email: 
Contact No: 
DOJ: 1/1/1990 12:30:00 AM
DOC: 1/1/1990 12:00:00 AM
DOR: 1/1/1990 12:00:00 AM

Employment Type: Permanent
Location: 

<table>
<thead>
<tr>
<th>Company</th>
<th>Default</th>
<th>Department</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Default</td>
<td>Designation</td>
<td>Permanent</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>DOB</td>
<td>1/1/1990 12:00:00 AM</td>
<td></td>
</tr>
<tr>
<td>Father Name</td>
<td>Mother Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Address</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nominee 1</td>
<td>Nominee 2</td>
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</tbody>
</table>
0. Customize report

Through this report user can customize the report as per requirement
P. Export to Excel

This feature helps to export the attendance logs and device logs in customized form into Excel format.
XL. ESSL Smart Office Suite Task Manager

A. Collect and Export Device Logs
User can configure this task to download the logs at any Schedule Time or at the periodic interval. Devices from which the logs to be download can be selected by click on the link button Collect and Export Logs. The following window will be pop up.
B. Sync Employee Bio

User can configure this task to download the Employee Bio information at any Schedule Time or at the periodic interval. Devices from which the Employee bio to be download can be selected by click on the link button Collect and Export Logs. The following window will be pop up.

![Device List](image)

C. Collect and Export Attendance Logs

User can configure this task to Calculate and the Attendance Logs at any Schedule Time or at the periodic interval.

D. Send email for late Coming or Early Going

User can configure this task for Automated (system generated) email to Late Coming\Early Going employee can be send at the Scheduled time.

E. Send email notification to absentee

User can configure this task for send Automated (system generated) email to Absent employee at the Scheduled time.

F. Send Text SMS

User can configure this task for sending the text SMS.

Schedule at (First In):- First In Punch Cutoff time i.e. from that time onwards system will start to shoot the message for First In of the day.

Schedule at (Last Out):- Last Out Punch Cutoff time i.e. from that time onwards system will start to shoot the message for Last Punch of the day.

Interval: - That option is used for all In Out Punch i.e. to shoot the sms in the interval.